



OAK RIDGE SPECIAL EVENTS COMMITTEE
Meeting Minutes
February 8, 2022 – 7pm

Attendees: Ann Schneider, Brent & Amy Carrickoff, Diana Macklin, Barb Engel, Courtenay Harton, Ben Walraven, Claudia Whitaker, Patti Dmuchowski & John Browning (virtual)

1. Meeting called to order at 7:02 pm
2. Agenda Approval – Motion made by Barb Engel and 2nd by Brent Carrickoff
3. Minutes January 11 & January 21, 2022 – Motion made by Amy Carrickoff & 2nd by Courtenay Harton to accept both minutes as amended below
 - a. Note that Adjournment Motion was made by Courtenay Harton and not Claudia Whitaker in January 21, 2022 minutes.
4. Current Veterans Totals
 - a. \$10,310.00 collected as of Jan 31, 2021 (not matched till Aug 31, 2022 – new fiscal year)
 - b. \$88,583.37 current total
 - c. Next quarterly cutoff will be March 31, 2022
5. Bricks
 - a. Bricks – review sample colors from Polar Engraving. Decided on tan for the 4X8 and gray for the 8X8
 - b. Font needs to be decided on. Arial or Cambria – need input from Sue Madison as to which looks the best
 - c. Costs established – 4X8 = \$100 and 8X8 = \$250
 - d. Estimate 350 small bricks and 50 large bricks
 - e. Discussed “blank” bricks if not all are sold and how they will be swapped out once they are purchased – Patti Dmuchowski
 - f. Update Pamphlet with brick costs – Sue Madison
 - g. Ad for NWO announcing brick donations are now available – Sue Madison
 - i. Pertinent Information for Veterans site
 - ii. Information on characters limits for bricks engraving
 - iii. Include space to fill out for folks to just mail in checks or call Town Hall with credit card #
 - iv. Include space for engraving request information plus insignia if requested

- v. Easiest way for large distribution to public
 - vi. Decide on date to publish
 - vii. Create separate flyer/form for other venues for distribution – Sue Madison
6. Fundraising
 - a. Flyer for Dominoes Super Bowl Sunday has been given to them
 - b. Goal for March - \$125K
 - c. Update sponsor list with current donors noted – Patti Dmuchowski
 7. Veterans Groundbreaking
 - a. Selected Date in Spring – Thursday, April 7, 2022 11am
 - b. Invite major sponsors, Town Council and Media
 - c. Include in NWO Community news
 8. Veterans Day Ceremony – 2022
 - a. Select Speaker – Amy & Brent Carrickoff
 - b. Need bio – Amy & Brent Carrickoff to touch base with speaker
 9. Veterans Site Review
 - a. Waiting on RR to complete Construction Documents – Mark Reaves indicates that it should be done at the beginning of March
 - b. Next step for RR is updated Cost Estimate
 - c. Update on park schedule – Ann Schneider
 - i. Water issue has been resolved
 - ii. Preliminary work to start Fall 2022 but looking at Spring 2023 to start actual construction
 10. Light Up the Night
 - a. Reviewed covers options for the electrical connections – Ben Walraven & Amy Carrickoff
 - b. Longer stakes to hold trees in place – Ben Walraven
 - c. Inventory of current luminaries for number of connections needed and total costs – Ben Walraven
 - d. Need to add any possible budget additions for next year:
 - i. Disney Characters – Barb Engel
 - ii. Grinch Costume or face makeup
 - iii. Additional strings of luminaries
 - iv. Large sign on Linville – make date changeable – Patti Dmuchowski
 - e. Discussion with Parks & Recreation on available resources to help out – Patti Dmuchowski
 - i. Lighting for vendors and Santa stage area
 - ii. Could also be used for additional P&R activities
 - iii. Patti to attend P&R meeting to discuss
 - f. Contact Vendors/Info from Caroline and try to lock in date with them – Barb Engel

- g. Contact ORES for children's Choir – Note sent to Christy Royal – Patti Dmuchowski
11. Budget for 2022/2023 – discussion
- a. Reach out to P&R on possibility of working the food trailer at Ridgefest again this year
 - b. Look into availability of some type of banner that would fit on the Town entrance signs – Courtenay
12. Election of Special Events Chairperson and Vice Chairperson for 2022
- a. Chairperson – Patti Dmuchowski
 - b. Vice Chairperson – Ben Walraven
13. Any additional business - None

The meeting was adjourned at 8:45 with a motion from Ben Walraven and seconded by Barb Engel.

Next Meeting – March 8, 2022, Town Hall @7pm